

CASE INPUT RECORD NON IV-D INCOME WITHHOLDING

JD-FM-150 Rev. 3-09
C.G.S. § 52-362

Instructions

1. See detailed instructions below.
2. Print legibly with ball point pen.

Judicial District		Court Location (Number, street, town and zip code)				Docket Number	
▼ Obligee (Person to Receive Money)				▼ Obligor (Person to Pay Money)			
Name (Last, first, middle initial)				Name (Last, first, middle initial)			
Street				Street			
City/Town		State	Zip Code	City/Town		State	Zip Code
Telephone Number		Relationship to Obligor		Telephone Number of Obligor		Telephone Number of Employer or Payer of Income	
Social Security Number (Required - see notice below)				Social Security Number (Required - see notice below)			
Date of Birth	Ethnic Group		Sex <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth	Ethnic Group		Sex <input type="checkbox"/> M <input type="checkbox"/> F

Notice: Under the Federal Privacy Act, you are advised that providing your social security number is required. The information is requested under Connecticut General Statutes §§ 52-362 and 17b-179. It will be used by the Bureau of Child Support Enforcement to ensure the proper collection, verification and distribution of support under Connecticut General Statutes § 17b-179.

Child(ren)'s Name(s): (As listed in support order)	Date of Birth	Child(ren)'s Name(s): (As listed in support order)	Date of Birth
1. _____	_____	5. _____	_____
2. _____	_____	6. _____	_____
3. _____	_____	7. _____	_____
4. _____	_____	8. _____	_____

Signed (Preparer)	Print Name	Date Signed
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Income withholding must be provided in all child support cases. The Judicial District Clerk's Office will provide the required forms. Once the income withholding of child support orders in Non IV-D cases is started, the withheld income of the obligor (the person who owes the money) must be sent by the payer of income to the State Disbursement Unit (not to the obligee) which will send the money to the obligee. You do not have to pay for the administration of Non IV-D income withholding. **The Support Enforcement Services, Child Support Call Center (SES) must be told about all changes/modifications to the income withholding, including orders to end the income withholding, and of all employer changes. You must follow instructions below whenever these types of changes occur.** (Full IV-D child support enforcement services are available at no cost to you when you apply at a local office of the Department of Social Services. For more information about IV-D services, call the Support Enforcement Services, Child Support Call Center (SES) at 1-800-228-KIDS (5437).)

Instructions

1. Fill out the top part of this form.
2. Fill out the **Order/Notice to Withhold Income for Child Support** form (JD-FM-1).
3. Give the filled out **Order/Notice to Withhold Income for Child Support (JD-FM-1)** to the Clerk's Office for the clerk to review and sign.
4. After the **Order/Notice to Withhold Income for Child Support (JD-FM-1)** is signed by the Clerk and returned to you, **give that form and this form to the Support Enforcement Services, Child Support Call Center (SES), P.O. Box 65, Vernon, CT 06066.** This will allow SES to enter the necessary information to set up an account in a system used to track child support payments and set up an electronic file (an account in that system). If you do not give both forms to SES, the State Disbursement Unit will not be able to process your immediate income withholding payments. The **Order/Notice to Withhold Income for Child Support** will be served on the obligor's payer of income by an authorized employee of Support Enforcement Services or other person allowed by statute under section 52-362 of the statutes, or by certified mail, return receipt requested.
5. Keep a copy of all papers for your own records.
6. If the obligor (person who owes money) did not file a written **Appearance** and an immediate income withholding was ordered, you must fill out a **Notice to Nonappearing Obligor of Income Withholding Order (JD-FM-70)** form. Attach the "proof of service" of the **JD-FM-70** to a copy of that form and file it with the Clerk's Office. Unless otherwise ordered by the Court or Family Support Magistrate, the notice of income withholding order must then be served on the obligor.
7. If you have any questions about the income withholding, call the Support Enforcement Services, Child Support Call Center (SES) at 1-800-228-KIDS (5437).

DISTRIBUTION: ORIGINAL - SES

COPY - For Your Records